Serve Indiana Volunteer Center Capacity Building Fund
Request for Proposals and Application Instructions

Release Date: March 4th, 2016
Grant Agreement Period: May 2, 2016-December 31, 2016
Due Date: March 31, 2016 5:00 pm EST

Summary: Volunteer Center Capacity Building Fund (VCCBF) grant funds support development and strengthening of the volunteer infrastructure in Indiana through Volunteer Centers. A Volunteer Center is an organization whose mission is designed to support public and nonprofit organizations (by increasing volunteer management capacity) and volunteers (by connecting them with meaningful opportunities) within an identified service area. Volunteer Centers must connect volunteers and make their services available to community organizations outside of their own and promote volunteerism among citizens.

All organizations funded under this Request for Proposals (RFP) will be expected to support functions of a Volunteer Center: a) connect people with opportunities to volunteer and serve, b) increase capacity for organizations to engage volunteers in meaningful service, c) promote volunteering and d) develop internally and/or support partners in developing local programming/projects designed to utilize volunteerism as a solution to community problems.

- Grant funds should be requested only to create and support new activities or significant expansions of current activities.

Link to Application Materials: www.in.gov/serveindiana/2718.htm

About Serve Indiana:
The Serve Indiana mission is to advance service and volunteerism by informing, connecting, and promoting opportunities and resources that enrich the lives of Hoosiers.

If you determine the attached opportunity is not a good fit for your organization, we encourage you to review the other opportunities listed below and to consult with our staff about other ways in which you may be able to receive resources and support from Serve Indiana or other national service programs.

Other Programs, Services, and Initiatives Offered by Serve Indiana and Our Partners
AmeriCorps State: AmeriCorps State grants provide funding to help organizations manage an AmeriCorps program, which involves recruiting, training, and supporting a cohort of at least ten AmeriCorps members who serve on a full-time or part-time basis to help the organization address a community need. Grants are awarded on a competitive basis to projects that support organizational

capacity-building, education, healthy futures, environmental stewardship, veterans and military families, economic opportunities, public safety, disaster preparedness/response, and other identified community issues in Indiana. Successful programs utilize service as a strategy to meet community needs, while supporting the development and growth of the AmeriCorps members serving with the organization.

Other AmeriCorps State & National opportunities: Organizations wishing to place AmeriCorps members in multiple states should apply directly to the Corporation for National and Community Service for an AmeriCorps National grant. Some AmeriCorps State and National grantees act as intermediary organizations and accept applications from organizations wishing to serve as host sites for one or more AmeriCorps member positions. Serve Indiana can help agencies connect with existing intermediary programs.

Day of Service Mini-grants: Serve Indiana offers grant funding to organizations hosting volunteers for one-time service projects. Grants range from $1,000-$2,500 for individual organizations, or up to $10,000 for organizations coordinating with multiple subgrantees.

Volunteer Engagement Roundtable: This statewide network allows volunteer center staff to connect, share information, and cross-train on a regular basis. Local volunteer centers can assist organizations with recruiting and managing community volunteers for their own service needs.

Volunteer Recognition: Serve Indiana coordinates the Awards for Excellence, an easy and low-cost way for Indiana organizations to honor their volunteers. Nominations are accepted on an annual cycle.

Training and Technical Assistance Directory: The America's Service Commissions Training and Technical Assistance Directory is a resource for state service commissions and national service programs to identify trainers and consultants. Search the document to find trainers and consultants on a variety of organizational, programmatic, and grants related topics, along with references. Link: http://www.statecommissions.org/training--technical-assistance-directory.html

For more information on any of these programs, contact Serve Indiana at 317-234-8845, info@serveindiana.gov, or visit our website at serveindiana.gov.

VOLUNTEER CENTER CAPACITY BUILDING FUND GRANTS
2016 REQUEST FOR PROPOSALS (RFP)
ISSUING AGENCY NAME: Department of Workforce Development, Serve Indiana
ISSUE DATE: March 4, 2016
GRANT AGREEMENT PERIOD: May 2, 2016-December 31, 2016
GRANT BUDGET PERIOD: May 2, 2016-December 31, 2016
GRANT OPERATIONS: Regional or Local Areas in Indiana
APPLICATION & MATERIALS DUE: March 31, 2016, 5:00pm EST

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OVERVIEW

Serve Indiana is pleased to announce funding of the Volunteer Center Capacity Building Fund grants. Grant funds support development and strengthening of the volunteer infrastructure in Indiana through Volunteer Centers. This will be an eight month grant term, with no guarantee of future funding available.

PURPOSE

The purpose of this Request for Application ("Application") is to solicit applications from public or private non-profit organizations that have capacity and funding to support functions of a Volunteer Center, but who need additional resources to meet the competencies outlined in this application.

ELIGIBLE APPLICANTS

Organizations that have the capacity and funding to support Volunteer Center functions are eligible to apply. The following entities are encouraged to apply: non-profit organizations, state agencies and local governments, elementary and secondary schools, Indian tribes, colleges and universities, community and faith-based organizations, labor organizations, partnerships and consortia, or intermediary organizations representing a combination of these or similar groups working together.

FUNDS

Applicants may request from $20,000-$25,000, and it is anticipated that four grants will be awarded. While we anticipate this amount, Serve Indiana does not have a minimum grant amount requirement. The source of funds for the grant is a federal award from the Corporation for National and Community Service ("CNCS" or "Corporation"). Serve Indiana's CFDA number is 94.003

BACKGROUND

In 2009, Congress passed the Edward M. Kennedy Serve America Act (SAA), the most sweeping expansion of national service in a generation. The SAA created the Volunteer Generation Fund (VGF) to develop and/or support community-based entities to recruit, manage, and support volunteers. This landmark law not only expands service opportunities, it focuses national service on key outcomes; builds the capacity of individuals, non-profits, and communities to succeed; and encourages innovative approaches to solving problems. While the funds being used for this grant are not granted through the VGF, Serve Indiana's goal is to create a similar model and impact using funds from another source. Please see the Section 7 for information on the background of VGF.

APPLICATION DEADLINES AND TIMELINE
- RFP Released: March 4, 2016
- Technical Assistance Webinar hosted by Serve Indiana: March 11, 2016, 3 PM
  - Register by emailing info@serveindiana.gov.
- Responses to Clarification Questions posted March 18, 2016, 5 PM
- Application Proposals due to Serve Indiana: March 31, 2016, 5 PM
- Clarification/Negotiations: April 11-14, 2016
- Grant Agreements sent: April 22, 2016
- Start Date: May 2, 2016

Proposals and associated attachments must be submitted to Serve Indiana via email (info@serveindiana.gov) by **5:00 PM EST on March 31, 2016**. All proposals that do not meet the established deadlines or application requirements will be declined and will not be considered.

SECTION 1: VOLUNTEER GENERATION FUND GRANT REQUIREMENTS
In addition to the required activities that the VCCBF grantees are expected to conduct at the local level, there are expectations of the grantees to fully participate in the statewide VCCBF project. Each grantee is expected to have a designated staff member fully participate in trainings, webinars, events, and activities, regardless of their status as a full-time or part-time staff member. This section details some of these requirements. Other requirements are detailed in the grant agreement itself.

1.1. Volunteer Engagement Roundtable

All grantees are expected to register as a member and attend meetings of the Volunteer Engagement Roundtable. The Roundtable will serve as a way to continue to expand the capacity of the Volunteer Centers through training, mentoring, best practice sharing and on-going professional development.

1.2. Reporting

All funded programs are responsible for developing their own system for collecting and analyzing local program data in a consistent and reasonable manner on an ongoing basis. Programs will be required to submit programmatic progress, periodic expense and financial status, closeouts, and other requested reports as described in the grant agreement. Expense reports will be submitted bi-monthly, and progress reports on outcomes will be submitted three times (at 2 months, 5 months, and final report). Serve Indiana will track and report on aggregate data.

1.3. Training and Technical Assistance

Grantees are expected to fully participate in all trainings and technical assistance sessions required by Serve Indiana. If needed, applicants should utilize VCCBF funds to support staff time to participate in the training sessions. Sessions will be developed with the input of the grantees and will be designed to help strengthen capacity to effectively manage a Volunteer Center. Serve Indiana will employ a variety of training methods, including webinars and conference calls, which will maximize the training value and decrease the amount of out-of-office trainings. However, for the purposes of forming a collaborative network of organizations, at least some face-to-face meetings will be expected for grantees. To the extent possible, we will work with grantees to select training dates and combine trainings with other relevant training opportunities.

1.4. Evaluation

Grantees are expected to participate in on-going evaluation efforts conducted by Serve Indiana or its designees.

1.5. Branding

All grantees selected for development/new funding are expected to use the term "Volunteer Center" in the title of the program/project. Organizations may request use of an alternate name, but all names are expected to reflect the key functions of a Volunteer Center. It is expected that this name will be used in

promotional materials, communication, public meetings, press releases and other settings to advance the awareness of a network of Volunteer Centers that provide consistent, quality services.
Grantees are expected to include the Serve Indiana logo on all public materials related to this project. This applies to both printed and on-line materials, such as: brochures, newsletters, websites, business cards, power point presentations, posters, Facebook pages, twitter accounts, etc. In addition to the Serve Indiana logo, as appropriate, grantees should include reference to the fact that grant funding is provided by the Corporation for National and Community Service through Serve Indiana.

1.6. Communication and Responsiveness

Grantees are expected to respond to requests for information promptly, and to expect the same level of responsiveness from Serve Indiana staff. In general, a response is requested within 24 business hours.

1.7. Organizational Policies and Procedures

All grantees are expected to maintain updated organizational policies and procedures in accordance with CNCS requirements and federal OMB circulars and regulations. Grant recipients may be asked to provide copies of or links to organizational policies and procedures upon receipt of the grant including, but not limited to: Table of contents for personnel/Employee Handbook/Manual, Table of Contents for Financial/internal Controls Policy manual, Delegations of Authority, Timekeeping Guide or Policy, Travel Guide or Policy, Meal Policy, Reimbursement Policy, Standards for Use of Federal Funds Policy, Staff Code of Conduct/Statement of Ethics, Document Retention Policy, Cost Allocation Plan/Indirect Cost Rate Agreement, and Background Check policies.

SECTION 2: APPLICATION INSTRUCTIONS:
Applicants should address the items listed below in the relevant application sections as described. **Applicants should make note that there is a total application page limit of 7 pages for the narrative section.** This page limit does not include the budget or the performance measures. In writing the program narrative, please refer to the specifics detailed throughout this RFP.

All organizations funded under this RFP will be expected to support basic functions of a Volunteer Center: a) connect people with opportunities to volunteer and serve (*required*), b) increase capacity for organizations to engage volunteers in meaningful service, c) promote volunteering and d) develop internally and/or support partners in developing local programming/projects designed to utilize volunteerism as a solution to community problems.

2.1 Applicant Information

Complete and update the cover sheet and general information fields as necessary. Ensure that key staff contact information is included. For example, performance measure and budgetary reporting are required, so both the program director and financial personnel should typically be included.

2.2 Application Narrative

VOLUNTEER GENERATION FUND ACTIVITIES
The activities described below in Key Function #1 are minimum expectations for all applicants under the Volunteer Center Capacity Building Fund grant. Applicants must commit to doing at least 2 of the functions listed below in bold. Additional non-bold activities are encouraged and allowable activities

under the grant. It is understood that new and/or rural applicants may only have the capacity to complete minimum requirements. Applicants serving urban areas are expected to include additional non-required activities to be considered a competitive application. If the applicant does not intend to implement key functions because they are already provided by another entity in the community and would create duplication of services, this should be noted in the narrative. If the applicant does not intend to implement an optional key function, this should be noted by putting "NA" in the narrative section.

Narrative sections should describe grant activities in detail, as well as an overview of how those activities will be sustained after the grant term expires. Applicants are encouraged to be creative in identifying activities, programming, and partnerships within these functional areas to achieve their organizational goals, build sustainability, and meet community needs. For each section applicants should:
1. Describe in detail how key functions will be met, including expected number, length, and/or frequency of services and activities, as relevant; and
2. Outline the timing for activities.

KEY FUNCTIONS

1. Connect people with opportunities to serve.
   a. Build relationships with local nonprofits, schools and government entities that utilize volunteers in order to learn about their volunteer needs and to refer prospective volunteers to their organizations based on the volunteer's skills, interests and abilities.
   b. Use, update and maintain an active database for the purposes of volunteer recruitment and management. Work with local volunteers and agencies to register and utilize database as the portal for volunteer recruitment, matching and data collection.

Grantees will ideally have invested in an online connecting site with functionality that connects nonprofits' volunteer opportunities and volunteers and the ability to manage volunteers during times of disaster. These grantees not utilizing an online platform must maintain a local database of opportunities to facilitate volunteer connection.

2. Increase capacity for organizations to engage volunteers in meaningful service.
   a. Increase the capacity of organizations to implement effective volunteer management best practices, such as by providing or partnering to provide coaching, training, technical assistance, professional development opportunities, best practice sharing, and/or support. (*required to select 2/3 bold initiatives*)

   b. Develop a skills-based volunteer program. Work with businesses to recruit skilled volunteers, and with nonprofits to build capacity to engage them. (*required to select 2/3 bold initiatives*)

   c. Share information about the benefits of employee volunteerism with employers.

   d. Develop a fee-based program including community research, program development, marketing, training, recruitment, placement, tracking and evaluation and continuous improvement for the project.

3. Promote volunteering.

> a. Develop a community volunteer recognition program, including submission of at least one local nominee for a state volunteer award.

> b. Conduct one-day project activities for Martin Luther King, Jr. Day of Service (on MLK Day annually) and 9-11 Day of Service and Remembrance (on 9/11 annually) and consider participating in other Days of Service, as appropriate for the community and program design.

4. Develop internally and/or support partners in developing local programming/projects designed to utilize volunteerism as a solution to natural disasters and other community problems.

> **a. In partnership with local emergency management officials develop or support an existing system for engaging unaffiliated volunteers during times of disaster (several national models are available for consideration). (*required to select 2/3 bold initiatives*)**

> b. Identify other programming that can be operated/managed by the Volunteer Center to address community needs, such as service-learning. Applicants are encouraged to consider programming that will generate revenue or resources as a way to build sustainability for the project.

> c. Engage volunteers in meaningful service within the Corporation for National and Community Service's focus areas: education, healthy futures, environmental stewardship, veterans, economic opportunities, and disaster preparedness/response. More information on the CNCS focus areas can be found on their website at: http://www.nationalservice.gov/focus-areas.

Other required information:

Organizational History: Provide a brief history of your work as an organization, including the year the organization was established. In addition, describe how the volunteer center program connects to the organizational mission and advances the goals of the agency. What expertise does your organization have with volunteerism and service and/or community development? Describe relevant experience with volunteer program development, volunteer management best practices, training, and capacity building.

Organizational Experience and Accomplishments: Provide specific examples of your organization's experience and past accomplishments in the proposed areas of activity and your experience operating and overseeing a program comparable to the one proposed. Discuss expertise in building relationships, partnerships and collaborations.

Staff Responsibilities: Identify the key program and fiscal positions responsible for your proposed program, and the percent of time dedicated to the program. Explain relevant experience that staff has for administering a grant and program like this one.

Management and Monitoring: Describe your capacity to manage a federal grant and to provide on-site monitoring of financial and other necessary systems. Provide examples of other federal grants received, including amount and duration. What infrastructure has your organization developed to ensure effective project oversight? Describe past experience in collecting and reporting performance measure data.

Community Assets and Need: Please describe the community to be served by the program, including population, geographic location, and demographics of those served. Describe any documented community needs, and level of local philanthropic support. Describe plans to ensure the program's sustainability without VCCBF funds in the future. Discuss non-federal commitments (in-kind and cash) that you have obtained, the additional commitments you plan to secure, and how they will be used to support this project.

Community Support: Describe the level of community involvement in developing your program structure. What community stakeholders were involved or consulted for the development of the volunteer center, and what is the level of internal organizational support and external community support for the project? What plans do you have for community stakeholder involvement in the future?

Performance Measure Narrative: In this section, please describe your success in meeting past performance measures for other grant funds. If you were unable to meet your performance measures, please identify any challenges you had with tracking, reporting or meeting identified performance measures and steps you have taken to overcome these challenges. In addition, please make note of any additional measures that are being tracked by your organization (outside of those required by the grant requirements) and your success in achieving those measures or challenges in meeting the organizational measures. If you have plans to track any additional measures for the upcoming grant period, please note those in this section.

2.3 Budget

The detailed budget must provide a full explanation of associated costs including their purpose, justification, and the basis of your calculations. Budgeted costs should be relevant to the activities described in the narrative section of the grant. As appropriate, calculations should be presented in an equation format, identifying the number of persons involved with the event, per person/unit cost, and/or annual salary cost.

2.3.1 BUDGET REQUIREMENTS

Federal Share: Applicants may request grants in the amount of $20,000-$25,000.

Matching Share:

Local minimum matching requirements vary based on the population of the largest city within the organization's service area (based on the average population from the 2010 census data). Matching above the minimum level is encouraged and applicants providing additional matching funds will receive additional points in the grant scoring process. Match can be cash or in-kind, but must be appropriately documented in accordance with federal OMB circulars and regulations. During grant operations, match must be adequately documented and be based on actual costs, expenses and time spent. Largest city population within service area	Minimum matching requirement	Example
20,000 and greater	25%	Federal grant of

		$10,000, local match of $2,500
10,000- 19,999	20%	Federal grant of $10,000, local match of $2,000
Less than 10,000	15%	Federal grant of $10,000, local match of $1,500

Required Budget Items:

All grantees are expected to budget for the following two items in order to maximize resources.

- Web-Based Volunteer Portal: All grantees are expected to budget for the use of a web-based volunteer portal. It is acceptable for funding to come from federal or local share. This should appear as a specific budget listing within an appropriate line item. There is no set cost or recommended amount as the cost will vary, but programs must budget something in this category.
- Training: All grantees are expected to budget at least $500 under "travel" to attend/participate in training activities.

Limitations on Costs

- Administrative costs must not exceed 5% of the total federal share requested.
- Activities charged to the grant should be new activities or significant expansion of activities (that can be documented). It is not allowable to supplant other funds or staff costs with grant/federal funds to carry out the same activities.
- Equipment costs are not allowed on this grant. Equipment is defined as tangible, non-expendable personal property having a useful life of more than one year AND an acquisition cost of $5,000 (five thousand) or more per unit (including accessories, attachments, and modifications). Include items that do not meet this definition in the *Supplies* line item.
- Grantees should note that costs for supplies must be attributed across programs. Therefore, unless something will be used exclusively for grant program activities, it is not allowable to charge the full share to the grant. For example, there is a staff member who supports VCCBF and a computer is purchased for their use with federal funds. If they work 100% on the grant, it is allowable to charge the entire amount to the grant. If, however, they support other projects or activities of your organization, and they spend 15% of their time on the other activities, only a maximum of 85% of the costs of the computer can be charged to the grant (as federal share or match) and the remaining 15% must be paid from other sources and cannot be counted as match to the grant.

2.3.2 Budget Instructions

2.3.2.1. BUDGET: The budget should be sufficient to perform the tasks described in the proposal narrative. Do not include unexplained amounts for miscellaneous or contingency costs or unallowable expenses such as entertainment costs. Round all figures to the nearest dollar. The narrative must be completed for funds requested from the VCCBF under "federal" and for all other matching funds under "match". For each line item, a full explanation must be provided in the budget narrative that specifies the purpose, cost basis, and calculation.

2.3.2.2. BUDGET NARRATIVE: For each budget line item, enter a full explanation in the budget narrative field(s) to specify the purpose, cost basis, and calculation. Include at least $500 in travel to attend relevant training.

2.3.2.3. SOURCE OF MATCH: Describe the grantee match contribution by clearly indicating the source(s), the type of contribution (cash or in-kind), the amount (or estimate), and the intended purpose of the match. Enter this information in the Match Source field in the Budget form.

2.3. Performance Measures

The performance measure section reflects measures as approved by the Corporation for National and Community Service, in alignment with the National Performance Measures "capacity building" area.

Performance Measure Expectations: The targets noted in the chart below are those set for the Serve Indiana VCCBF grant. Individual grantees are expected to contribute to the overall state goals in their programming and activities. It is anticipated the programs serving urban areas will have higher performance measure targets than those serving rural areas. In addition, you'll notice blank targets for numerous items below- these are for demographic data to be reported to the corporation and for statewide measurements that Serve Indiana will be collecting and reporting to CNCS and other constituents. Serve Indiana has not established statewide targets for these items, but may develop them later based on baseline data.

Demographic Information: Items noted with an "*" are demographic indicators of interest to the Corporation and their stakeholders. If a program is not specifically targeting these populations, reporting is not required. However, if a program includes these types of leveraged volunteers or target groups, it is required that they collect and report on this data. For example, if your program has specific approved activities related to engaging baby boomers, you are required to collect and report actual data. Definitions for the demographic indicators and more information on making reasonable estimates can be found in the Frequently Asked Questions section.

Progress reports for this data will be due to Serve Indiana three times during the grant process. Reports will be collected at the two month and five month mark as well as at the grant closing. Those due dates will be sent out once grants are awarded.

GOAL 2016	Targets
TRAINING (Include tracking tool for these outcomes with application)	Number of organizations that received capacity building services
Number of staff and community volunteers that received training	
Number of organizations implementing three or more effective volunteer management practices as a result of capacity-building services provided	
Number of organizations reporting that capacity building services helped make the organization more efficient	
Number of organizations reporting that capacity building services helped make the organization more effective	

RECRUITMENT	Number of community volunteers recruited
Of the volunteers recruited, how many were:	
Disadvantaged children and youth	*
College students	*
Baby boomers	*
Serving on disaster response and preparedness	*
Skills-based volunteers	
Serving on Days of Service	

SECTION 3 – PROPOSAL PREPARATION AND SUBMISSION REQUIREMENTS
Organizations that successfully submit the following items by the deadlines noted within the Application will be considered applicants for Volunteer Center Capacity Building Funding:
a) Application – electronic submission to info@serveindiana.gov
b) Additional submission documents attached as required

3.1. APPLICATION SUBMISSION
Applications that are not submitted to info@serveindiana.gov by the deadline may not be considered. Hard copies or other formats are not acceptable. Proposals lacking key information or that are substantially incomplete may be rejected by Serve Indiana. Applicants should carefully review the **Proposal Checklist (Section 6)** to ensure that all required items are submitted. Applicants should consider submitting their application in advance of the deadline to allow additional time to submit any missing documentation. The deadline for submission of proposals is 5:00 p.m. EST on March 31, 2016.

3.2. PROPOSAL PREPARATION
A. All proposals become the property of Serve Indiana and shall not be returned to the applicant.
B. All proposals shall be placed in the public domain and are available upon request for inspection by interested parties at the conclusion of the selection process.
C. No payments shall be made to cover costs incurred by any applicant in preparation for the submission of this application or any other associated costs.
D. The original proposal must be submitted by an authorized representative of the applicant organization.
E. By submission of a proposal, the applicant certifies that:
- No attempt has been made or will be made by the applicant to induce any other applicant to submit or not to submit a proposal for the purpose of restricting competition;
- Applicant is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transaction by any federal or state department or agency.

SECTION 3 – EVALUATION OF PROPOSALS
3.1. GRANT REVIEW: Serve Indiana staff and commissioners will evaluate submitted applications by considering the information submitted in the application, the capacity of the identified organization to support the plans as outlined, the program design, whether it meets the Volunteer Center key functions, its ongoing plans to design programming to increase sustainability and meet local community needs, the

proposed program's cost-effectiveness and budget adequacy, the demonstrated community need, and provision of match.

SECTION 4 - ACCEPTANCE OF TERMS AND CONDITIONS
4.1 Submission of a proposal will constitute acceptance of terms, conditions, criteria, and requirements set forth in this RFA and operate as a waiver of any and all objections to the contents of the RFA.
4.1.2 Serve Indiana staff reserves the right to negotiate any and all aspects of the grant application, including performance measures, funding amounts, program components, and training requirements, at any time prior to issuance of the grant agreement, including during the grant submission, review and negotiation periods.
4.1.3 Serve Indiana reserves the right to accept or reject any exception taken by an applicant to the terms and conditions of this RFA or grant agreement. Should the successful applicant take exception to the terms and conditions required by Serve Indiana, the successful applicant's exceptions may be rejected and Serve Indiana may elect to terminate negotiations with that applicant. However, Serve Indiana may elect to negotiate with the successful applicant regarding terms that do not materially alter the substantive requirements of the grant agreement, RFA or contents of the applicant's proposal.
4.1.4 Results of the review process or changes in federal or state law may require additions or changes to final grant agreement requirements.

SECTION 5 – PROPOSAL SUBMISSION CHECKLIST
All items listed below must be submitted as part of the overall proposal.
Indiana Volunteer Center Capacity Building Fund State Grant Application
- Application
- Budget

Supporting Documentation (must be attached to application email)
- Budget Narrative (Exhibit A)
- Timeline of grant activities. Include each activity for meeting key grant functions, as described in the grant narrative. List the time period for each activity, including the anticipated start and completion date.
- Project Sites. List of sites including geographic service area, regional sites (if applicable), name of site host agency/organization and local site contact(s), if applicable.
- Copies of grant staff position descriptions for all staff reflected in the application budget (as federal share or match).
- Copy of most recent agency audit or financial review
- Organizational Chart (showing the Volunteer Center Capacity Building program)
- Letters of Support. Minimum of two letters of support from community partners (up to five letters will be accepted). Letters of support should detail**:** how the organization/individual will help/has helped to fulfill the goals and objectives associated with this proposal, how the organization/individual has been involved with the Volunteer Center, and, if the organization is a nonprofit organization, the commitment to utilize the a recruitment system as a way to recruit and manage volunteers.

SECTION 6 – FREQUENTLY ASKED QUESTIONS

6.1. GENERAL QUESTIONS
6.1.1. What is the grant timeframe?

The grant will reflect a grant period from 05/02/2016-12/31/2016. The current application will reflect activities and a budget from 05/02/2016-12/31/2016.

6.1.2. How does the application process work?

1. Staff will review all applications to ensure that application guidelines are met and that appropriate attachments and supporting documents are included. Staff and grant review committee members will review all grants meeting the minimum requirements and evaluate the program design, organizational capacity, cost effectiveness/budget adequacy and any other elements as required in the application instructions.

2. Submitted applications will then be considered by a panel of objective reviewers. The panel will consider the grant review committee scores and comments, written grant application, organizational capacity, supporting documentation and current program performance and financial management. The panel will also make a determination about whether an application meets an identified state or national priority.

3. Decisions on funding may be negotiated with applicants by Serve Indiana staff based on decisions. Following negotiations, applicants will be required to make the agreed-upon changes in their applications.

6.1.3. What are the goals and background of the VCCBF grant?

This grant is modeled after the Volunteer Generation Fund, which is a grant program funded by the Corporation for National and Community Service. The Volunteer Generation Fund was established by the 2009 Edward M. Kennedy Serve America Act. The VGF is designed to strengthen the nation's volunteer infrastructure.

The goals of Volunteer Generation Fund as described in the legislation are:

- To assist nonprofit, faith based, and other civic organizations by expanding and improving the capacity of such organizations to utilize such volunteers;
- Spur innovation in volunteer recruitment and management practices, with the goal of increasing the number of volunteers;
- Enable the people of the U.S. to effect change by participating in active volunteer and citizen service.

6.1.4. Are there other specific goals for VCCBF grants in Indiana?

The intention of Serve Indiana is that Volunteer Center Capacity Building grants will serve to inform the process of volunteer infrastructure development in Indiana, leading to discovery of innovative program models, development of statewide partnership opportunities, heightened awareness of volunteerism and service, and strengthening the volunteer infrastructure for the long-term, allowing organizations to capitalize on the assets in their communities, while addressing the challenges identified by the community.

6.1.5. Who are eligible applicants for VCCBF grants in Indiana?

VCCBF Grants are available for funding of those meeting key Volunteer Center functions in their service area.

6.1.6. For the purposes of this grant, what is a Volunteer Center?

A Volunteer Center is an organization whose mission is designed to support public and nonprofit organizations (by increasing volunteer management capacity) and volunteers (by connecting them with meaningful opportunities) within an identified service area. Volunteer Centers must connect volunteers and make their services available to community organizations outside of their own and promote volunteerism among citizens.

6.1.7. I'm a new applicant, and am concerned about completing a grant for federal funds in the timeframe given. What are the expectations for me?

Though the grant is awarding federal funds, the applications are being reviewed at the state level. While we are looking for quality applications, the process is not as arduous and competitive as many federal grants.

6.2. BUDGET
6.2.1. Can the value of the volunteer hours generated under this grant be counted as match?
No, because the primary purpose of this grant is to generate volunteers, the value of their volunteer hours is not considered an acceptable source of match. However, in cases where professionals are providing their services on a pro bono basis, such as an accountant who does your organizational books or an attorney who provides legal advice, the hours and value of these services may be allowable, as detailed in the federal cost principles. If you have questions about specific services or activities, please contact Serve Indiana.
6.2.2. WHAT ARE THE BUDGET CATEGORIES FOR THE 2016 VCCBF grant?
The following budget categories and descriptions apply to the VCCBF grant.
BUDGET CATEGORIES

Personnel Expenses. Include the portion of principal staff time attributed directly to the operation of the community collaborative project. List each staff position. Personnel costs will be paid based on actual time spent on the grant, not budgeted amounts. All staff listed in the grant budget on the federal or match side will be required maintain a timesheet documenting time spent on their grant as a portion of their total time and to meet National Service Criminal History Check Requirements as outlined here: http://www.nationalservice.gov/resources/criminal-history-check

Personnel Fringe Benefits. Include costs of benefit(s) for staff listed in Personnel Expenses section. You can identify and calculate each benefit or show cost as a percentage of all salaries. You must include FICA, Worker's Compensation, and Unemployment Insurance for all applicable staff.

Travel. Describe the purposes for staff travel. Costs allowable are transportation, lodging, subsistence, and other related expenses for local and outside the project area travel. Calculations must be included. Limits on cost of each expense should mirror limits already established by your organization. Federal share of out-of-state conferences expenses are limited to attendance of one staff member per event (grantees may pay for additional relevant staff to attend from local funds and use that as match to the grant). Example: Staff travel to Volunteer Engagement Roundtable meetings – 1 staff x $.50 per mile x 500 miles = $250.00

Supplies. Include the funds for the purchase of consumable supplies and materials. You must individually list any single item costing $1,000 or more. Example: office supplies: (pens, paper, binders, folders, flash drives) x 2 staff x $200.00 per year = $400.

Contractual & Consultant Services. You may include costs for consultants related to the project's operations. Payments to individuals for consultant services under this grant may not exceed $400 per day (exclusive of any indirect expenses, travel, supplies, etc.). Where applicable, indicate the daily rate for consultants. Example: $400 x 1 consultant x 3 days professional development for consortium members = $1,200.

Training. Include the costs associated with training of staff working directly on the project, especially training that specifically enhances staff project implementation and professional skills. Example: staff training: registration fees $250, lodging $69 x 1 night, $28 for food costs x 2 days = $377.

Other Program Operating Costs. Allowable costs in this category may include volunteer background checks, and office space rental (for sites where projects are operating, utilities, and telephone and Internet expenses that are specifically used for Volunteer Center). If shared with other projects or activities, you must allocate the costs proportionately across programs. List each item and provide a justification in the budget narrative. Please include cost for staff background checks as applicable per the National Service Criminal History Check Requirements outlined here: http://www.nationalservice.gov/resources/criminal-history-check

Administrative. *Definitions:* Administrative costs are indirect or centralized expenses of the overall administration of an organization that receives federal funds and do not include particular project costs. These costs may include administrative staff positions. For organizations that have an established indirect cost rate for federal awards, administrative costs mean those costs that are included in the organization's indirect cost rate agreement. Such costs are generally identified with the organization's overall operation and are further described in Office of Management and Budget Circulars. The federal share of administrative costs is limited by statute to 5% of the total federal funds **actually expended** under this grant.

6.2.4. How do I calculate the federal share of administrative costs?
Take the total federal share and multiply it by 0.05. This calculation will provide you with the maximum amount of administrative funds you can request under federal share. You are not required to include any funds under the administrative line item. Because of the way that the budget works, VCCBF grantees are not eligible to count any administrative costs as match to the grant (under state or local share) in this section. Please note that the federal share of administrative costs is limited to 5% of the federal funds actually expended under this grant.

6.3. SERVE INDIANA SUPPORT
6.3.1. What other activities will Serve Indiana provide to support the VCCBF?
Training and Technical Assistance: Serve Indiana will hold training and technical assistance sessions designed to increase the capacity of the grantees and to bring consistency to services and programming provided by the grantees. In addition, Serve Indiana will share other relevant training opportunities with grantees. All grant programs are expected to participate in Serve Indiana required trainings and budget to support their attendance.
6.3.2. How does Serve Indiana view its role in this grant?
Serve Indiana sees itself as a partner with Volunteer Centers and nonprofit organizations in Indiana. Of course, we also have a fiscal responsibility to ensure that the grant funds awarded are appropriately managed. We take our responsibilities for stewardship of federal funds seriously and will provide regular monitoring and oversight for programs funded under this grant. Programs that fail to meet grant requirements, including timeliness of reporting may have their funding rescinded or may be declined future funding.
6.3.3. What is Serve Indiana hoping to accomplish with this grant?
We believe that Volunteer Centers have an important role to play in professionalizing the role of volunteer manager and strengthening volunteer management at nonprofit organizations, and we intend to partner with them in this endeavor. Throughout the process, we will look to solicit input from stakeholders and grantees to improve the process and provide appropriate technical assistance and

training supports. We feel that the state will benefit from an effective volunteer infrastructure and desire to learn and promote the outstanding volunteer managers, volunteer engagement activities, and volunteer recruitment, training and retention practices carried out by Indiana's nonprofit sector.

6.4. PERFORMANCE MEASURES
6.4.1. I NOTICED THAT THE PERFORMANCE MEASURES ARE IN THE CAPACITY BUILDING MEASURE FOR CNCS – WHERE CAN I FIND MORE INFORMATION ON THE DEFINITIONS AND OTHER REFERENCES RELATED TO CAPACITY BUILDING?
Below are the 2016 CNCS Performance Measures Instructions. While the document language specifies AmeriCorps programming, the information is applicable to Volunteer Center Capacity Building grants as well.
http://www.nationalservice.gov/sites/default/files/documents/Performance_Measure_Instructions_2016.pdf
6.4.2. IS IT OKAY TO USE ESTIMATES FOR THE DEMOGRAPHIC INDICATORS?
No, the number of leveraged volunteers must be reported using accurate numbers. For the purposes of VCCBF, we track several types of leveraged volunteers separately (recruited and managed) and all of the data on leveraged volunteers must be accurately counted, tracked and reported. Please note that individuals funded by other CNCS programs cannot be counted by VCCBF grantees if they are providing this service as part of their CNCS grant activities. (For example, if you are reporting your boomer volunteers under a CNCS RSVP grant, you cannot also count those volunteers for VCCBF grant purposes.) We recommend using your best judgment in determining to which grant the volunteers should be attributed. Grantees should ensure that their data collection systems and processes allow for consistent and accurate tracking and reporting of volunteers.

In addition, if the VCCBF program is managing a program directly related to any of the demographic measures, it is expected that they report accurately on that indicator. For example, if a grantee is managing a service learning program for disadvantaged children or youth, it would be expected that that grantee report accurately on the children of incarcerated prisoners demographic. If the program is not directly related to any of the demographic measures, these numbers to not need to be reported.
6.4.3. WHAT IS THE COMMISSION'S DEFINITION OF SKILLED VOLUNTEERS?

For the purposes of this RFA, Serve Indiana is using the definition from the Corporation for National and Community Service and Hands On Network's, *Skills-Based Volunteerism: A New Generation of Service.* Skills-based volunteering (SBV) is an innovative approach that is rapidly gaining recognition as a powerful driver of both social impact and business value. Skills-based volunteerism utilizes the skills, experience, talents and education of volunteers and matches them with the needs of nonprofits. By leveraging all types of knowledge and expertise, SBV helps build and sustain nonprofits' capacity to achieve their missions successfully. Individual skilled volunteers may offer their particular expertise to a nonprofit agency, while corporate SBV involves employee volunteers working on projects for a nonprofit organization through a structured program developed and managed by their employer.
SBV is a strategic type of volunteerism that exponentially expands the impact of nonprofits by incorporating a whole range of skills that strengthen the operations and services of nonprofit organizations.

6.5. TIMELINE
6.5.1. I AM NOT SURE ABOUT THE TIMELINE FOR THESE ACTIVITIES. WE WON'T BE IDENTIFYING A STAFF PERSON UNTIL WE KNOW THAT WE'VE RECEIVED THE GRANT. HOW SHOULD WE GO ABOUT COMPLETING THE TIMELINE?

All applicants are expected to complete a timeline as best they are able. There will be opportunities for the applicant to propose changes to the timeline after the grant is awarded, and throughout the grant year. We see the timeline as a valuable tool, especially for new grantees, to remain on track for meeting grant requirements.